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# Integrated Policy & Process Deployment and Training Matrices

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# Agenda

➢ **What is IPPD? - Penny Kingsbury**

➢ **What is a training matrix & how is    it used? - Ann Deitz**

➢ **Summary - Penny Kingsbury**

# What is IPPD?

➢ **IPPD stands for - Integrated Policy & Process Deployment**

➢ **New process includes - identification of tools, training, information technology, and resource requirements that "enable" the policy/process users to fully implement policy as soon as it is deployed.**

# IPPD (Cont.)

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➢**One of General Malishenko's 10 + 1 Challenges in 1998-1999**

➢**Policy posted on May 21, 1999 - PCN# 99-180 (Chapter 12.10, Process of Policy Deployment)**

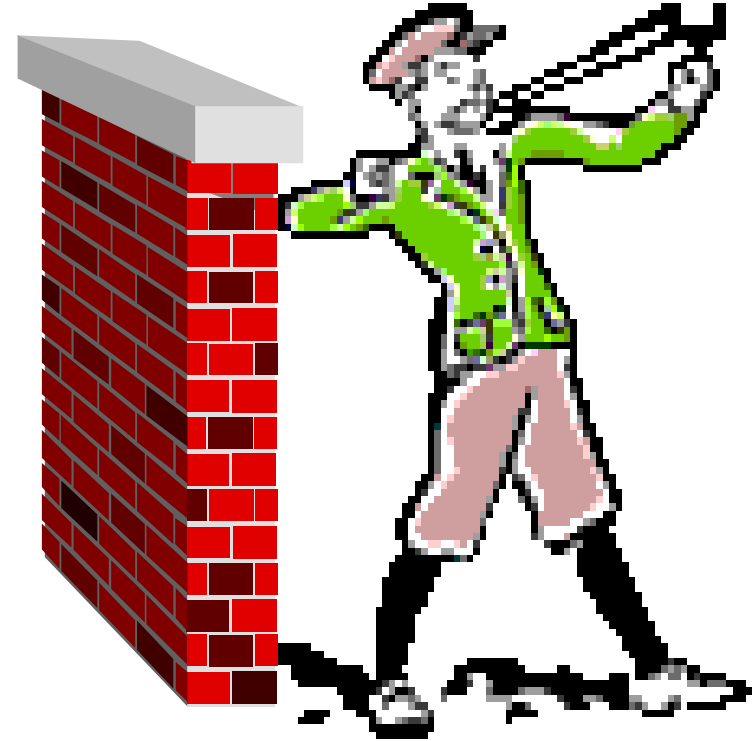*Part of evolution of merely policy writing to process management*

# Past vs. New Process

➢ **Past Process**

➢ **Write policy**

➢ **Deploy policy - training, systems changes, etc. - follow**

# Past vs. New Process (Cont.)

➢ **New Process**

  ➢ **Process Owner must determine new training requirements &/or impact on existing training during policy development**

    ➢ **Determine type of training required**

      ➢ **Tutorial, Work Sample, Guidebook, Tools, Class (CBT/other), Course (CBT/other), Orientation Seminar, or On-the-Job Training**

    ➢ **If new course**

      ➢ **Include in Planning & Budget Process**

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# How do Process Owners Determine Training Need?

➢ **Develop competency list for revised process**

➢ **Compare pre & post competency list**

➢ **Review checklist to determine type of training          required**

➢ **Document on training matrix to be published with   each process**

## *Recognition that not all changes require development of a course*

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# What is A Training Matrix?

**Definition:**

**A training matrix is a description of what a person needs to know how to perform a One Book process.**

*(Knowledge - Skills - Abilities)*

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# Why Use Training Matrices?

➢ **Provides clear, useful guidance on what needs to be known**

➢ **Provides information on where & how to obtain knowledge - On-the-job (OJT) training checksheets, formal courses, tutorials, etc.**

➢ **Ties learning needs to One Book process performance**

➢ **Links training to specific individual needs**

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# How to Use Training Matrices

➢ **Training Coordinators** can use training matrices to:

 ➢ **Find training sources**

 ➢ **Provide information to employees and supervisors on training alternatives**

**Note:  You should provide process owners with information about good courses or training opportunities you find that meet competency requirements.**

# Training Matrices

| TYPE | NUMBER |
|------|--------|
| ➢ Operational/functional | 65-70 |
| ➢ Business | 2-3 |
| ➢ Information Technology | 2 |
| ➢ Government Flight Ops | 2 |
| ➢ Customer Support | 3-5 |

# Where to Find Training Matrices

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## Two places:

➢ **Section 6 - One Book Chapters: "Competencies/Certifications required to execute this process"**


➢ **Workforce Team Homepage (DCMC-BG)**

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# Summary

➢ **There is a new process - IPPD**

➢ **Training requirements will be competency-based**

➢ **Training Matrices document training requirements are coming soon!**